



# SENIOR PLANNER – LONG RANGE JOB DESCRIPTION

Job Title: Senior Planner – Long Range

Job Code: PP113

Pay Grade: 24

Effective Date: June 2012

FLSA: Exempt

Revision Date: June 2012

## NATURE OF WORK

Under limited supervisions, performs and coordinates long-range planning activities, including but not limited to application of the Growth Management Act and other land-use planning statutes on behalf of the Planning Division.

## ESSENTIAL FUNCTIONS:

*The following duties **ARE NOT** intended to serve as a comprehensive list of all duties performed by all employees in this classification, only a representative summary of the primary duties and responsibilities. Incumbent(s) may not be required to perform all duties listed and may be required to perform additional, position-specific duties.*

- Provides long-range planning guidance and strategies to the County.
- Conducts Interpretations and analysis of planning laws and regulation.
- Determines appropriate compliance procedures.
- Attendance at public meetings and hearings.
- Works with other staff, the public, the planning commission, public officials and agency staff.
- Identifies, drafts, reviews, and implements modifications to local planning legislation to better serve the needs of the community consistent with the long-term goals of the county.
- Responsible for the preparation and presentation of graphic and other materials to committees, elected officials, planning commission, and the public.
- Acts as lead staff for complex major development proposals such as major industrial master plan applications.
- May make recommendations regarding planning position hiring.
- Provides services to internal and external customers.
- Undertakes tasks required by the Growth Management Act, Shoreline Management Act and other planning statutes, working with other planners, consultants, and agency staff.
- Assists Director in workflow coordination of Planners, Assistant Planners, and Planning Interns and supervises lower-level planning staff.
- Assists with other planning duties, including current planning, as workloads dictate.
- Performs other duties as assigned.

**WORKING ENVIRONMENT / PHYSICAL DEMANDS:**

Work is performed in a standard office environment;; subject to sitting, standing, walking, bending, and reaching. Occasional non normal business hours, night meetings and some travel are required.

**EMPLOYMENT STANDARDS:**

Bachelor's Degree in urban/regional planning or related field and minimum three (3) years of progressively responsible experience or a combination of experience and education necessary to successfully perform the essential functions

**KNOWLEDGE AND SKILLS:**

**Knowledge of:**

- County policies and procedures;
- Principles and practices of land use planning;
- State, federal and local planning policies, procedures and processes;
- Regulations, statutes, codes and ordinances governing planning activities;
- Extensive knowledge of Washington's Growth Management Act, the Shoreline Management Act, SEPA, and other planning statutes.

**Skills in:**

- Effectively interpreting, understanding, implementing and coordinating a variety of complex planning functions among stakeholders, agencies, and the public;
- Effectively transmitting, in writing and orally, complex ideas to a variety of people at varying levels of understanding;
- Effectively maintaining interpersonal skills and behaviors necessary for working relationships with staff, other county departments and offices, elected officials, local cities, outside agencies and interest groups, and the public;
- Management to effectively supervise lower-level planning staff;
- Use of the English language, both written and spoken, to effectively communicate complex and often controversial laws, ideas and processes;

Converting complex planning concepts, ideas, practices and statutes into useful policies, regulations and written reports, draft documents and ordinances, using word processing programs, charts, visual aids, maps and other printed material.

**THIS DOCUMENT IS NOT AN OFFER OF EMPLOYMENT**

I acknowledge that I have read, understand, and have received a copy of this job description.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date